

**BUREAU FOR PRIVATE POSTSECONDARY AND VOCATIONAL EDUCATION**

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**DEGREE GRANTING INSTITUTIONS**

**Addition of a Location
Branch Campus or Satellite**

No Fee Required

FOR OFFICE USE ONLY

Date Received:

Assigned School Code:

Sail application #:

Instructions: Submit this form for *each* requested addition of location. Include this application *and* the required documentation to the Bureau for Private Postsecondary and Vocational Education at the address above. A written determination will be made by the Bureau.

School Name

School Code

()

Physical Address

Telephone Number

City

State

Zip Code

()

Mailing Address (if different)

Telephone Number

City

State

Zip Code

Website URL and E-mail Address (if applicable)

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Contact Person

Telephone Number

☐ Branch☐ Satellite

PROPOSED additional location address

City

State

Zip Code

**TITLE 5, CALIFORNIA CODE OF REGULATIONS
DIVISION 7.5, PRIVATE POSTSECONDARY EDUCATION**

The California Code of Regulations is available to view online at www.oal.ca.gov. Copies are also available from the Bureau. For more information, please contact the Bureau at (916) 445-3427.

Section numbers in parentheses () indicate regulations relating to out-of-state,
degree-granting institutions.
"Council" in the following paragraphs refers to the Bureau.

CHAPTER 2, ARTICLE 7, Section 71560 (72560). Processing of Application.

- (a) Action by the Council shall not commence until a completed application and required fees have been submitted to the Council for its review.
- (b) Within 30 days after receipt of an application for the addition of a satellite location, the Council shall notify the institution in writing that the application is complete and has been accepted for filing or that the application is not complete. If the application is not complete, the Council shall specify in the notice what additional information or documents are needed from the institution in order for the application to be deemed complete.
- (c) The Council shall consider an application to be complete if it appears that the institution has submitted all of the information and documents required by Section 71555.
- (d) Nothing in this article shall prevent the Council from requesting that the institution provide information, documents, or other evidence which the Council deems necessary for the evaluation of the institution's application or approval to operate.

CHAPTER 2, ARTICLE 7, Section 71565 (72565). Decision on the Application.

- (a) The Council shall approve the application if the institution's offer of education at the proposed location satisfies the minimum standards established in Section 94310(a) [94900(a)] of the Code and if no ground for denial exists under the Act or this chapter.
- (b) The Council shall make a decision on the merits within 90 days of receiving a complete application unless the Council extends the time for a period not to exceed 90 days to examine information received after the filing of the complete application.
- (c) The Council shall make a decision on the merits within 15 days of receiving a complete application for a satellite.

CHAPTER 2, ARTICLE 7, Section 71550 (72550). Application for Addition of Location.

An institution shall not add a location unless the institution first applies for, and the Council approves, the addition of a location.

CHAPTER 2, ARTICLE 8, Section 71650 (72655). Branch Locations.

- (a) Only educational services that are approved at the main location shall be offered at the branch.
- (b) For the purpose of conducting onsite inspections and evaluations, hotel conference rooms, faculty offices, and homes are not considered branches.

CHAPTER 2, ARTICLE 8, Section 71655 (72655). Satellite Locations.

- (a) A satellite location shall consist only of an auxiliary classroom which is located within 50 miles of a branch or the main location. A satellite shall be maintained only as a temporary facility.
- (b) Only educational services that are approved at the main location may be offered at a satellite.
- (c) The institution shall maintain no permanent records of attendance or academic progress at a satellite.
- (d) No solicitation or enrollment of students shall occur at a satellite.
- (e) Advertising indicating the location of a satellite shall indicate the temporary nature of the classroom.

CHAPTER 2, ARTICLE 7, Section 71555 (72555). Contents of the Application.

- (a) The application shall be made in writing on a completed form entitled "Addition of Location, Branch Campus or Satellite". This form shall be signed by the chief executive officer, and shall include the following:

- (1) The name, telephone number, and address of the institution.
- (2) The address of the proposed new location.
- (3) All of the information contained in subdivision (b) for the addition of a branch location and all of the information in subdivision (c) for a satellite location.
- (4) A certification of compliance as provided in Section 71370.
- (b) The application shall provide all of the following for a branch location:
 - (1) A detailed explanation of all of the following:
 - (A) The reasons for establishing a new branch.
 - (B) How the proposed branch relates to the institution's mission, purposes, and objectives.
 - (C) When the institution proposes to open the branch.
 - (D) The number of students which the proposed branch will serve.
 - (E) The impact of the branch on the financial resources of the institution, including the institution's ability to comply with Section 94311.4 [94804(a)(b)(d)] of the Code.
 - (2) A description of the proposed facility's planned utilization including the programs and degrees that will be offered and the administrative and student services that will be available.
 - (3) A description of the facility and equipment as provided in Section 71260.
 - (4) A description of any differences between any programs approved at the main location and programs the institution proposes to offer at the branch location, including differences in admissions standards, degree requirements, curricula, and standards for student achievement.
 - (5) A description of the faculty as provided in Section 71250 at the proposed branch, including whether faculty would teach only at the proposed branch or would be shared among the institution's locations.
 - (6) A description of library and other learning resources, as provided in Section 71270, that would be available to students attending the proposed branch.
 - (7) A description of the planned administrative relationship between the main location and the proposed branch, including the nature and extent of the supervision by the chief academic officer, chief operating officer, chief executive officer, and administrators at the main location over the activities of the proposed branch.
 - (8) Copies of advertising, as provided in Section 71200, related to the proposed branch.
 - (9) Any additional information as described in Section 71340.
- (c) The application shall provide all of the following for a satellite location:
 - (1) A description of the facility as provided in Section 71260.
 - (2) The number of students to be served.
 - (3) A description of the planned administrative relationship between the main or branch location and the proposed satellite, including the nature and extent of the supervision by the chief academic officer, chief executive officer, and administrators at the main location over the activities of the proposed satellite.
 - (4) A description of the courses offered.

CHAPTER 2. ARTICLE 2. Section 71250 (72250). Faculty.

- (a) The application shall contain the name of each full-time and part-time faculty member.
- (b) The application shall include a detailed description of all of the following for each faculty member:
 - (1) Educational background, including earned degrees, the names of the institutions awarding the degrees, and the dates the degrees were conferred.
 - (2) Fields of specialization.
 - (3) Teaching, research and, administrative experience.
 - (4) Teaching assignments for the current year.
 - (5) Other duties assigned for the current year.
- (c) The institution shall describe the faculty's role in curriculum development.

CHAPTER 2. ARTICLE 2. Section 71260 (72260). Facilities and Equipment.

- (a) For each program offered, the application shall contain a description of the facilities and the equipment which is available for use by students at the main, branch, and satellite locations of the institution.
- (b) For facilities that are leased or rented, the application shall contain the name and address of the lessor or landlord, together with a copy of any use, lease, or rental agreements for the facilities.

(c) The description of the physical facilities shall include building diagrams or campus maps to assist the Council in locating these facilities. The diagrams or maps shall identify the location of classrooms, laboratories, workshops, and libraries.

CHAPTER 2. ARTICLE 2. Section 71270 (72270). Libraries and Other Learning Resources.

The application shall include a description of library holdings, services, and other learning resources, including policies and procedures for supplying them to students who do not receive classroom instruction. The description need not consist of a list of each holding. The description shall include an explanation of how the library and other learning resources are sufficient to support the instructional needs of students and, if no facilities exist at the institution, how and when students may obtain access to a library and other learning resources.

CHAPTER 2. Article 2. Section 71200 (72200). Advertising and Other Public Statements

(a) The institution shall include in its application copies of advertising and other statements disseminated to the public in any manner by the institution or its representatives that concern, describe, or represent each of the following:

- (1) The institution.
- (2) The branch campus for which approval is sought, if applicable.
- (3) Each educational service offered by the institution.

(b) If the application is for approval to offer a particular educational service, degree title, or degree program, the information required by subparagraph (3) of this section shall relate to that particular educational program, degree title, or degree program.

(c) If advertising is broadcast by television or radio, the application shall also include a copy of the script.

CHAPTER 2. ARTICLE 2. Section 71340 (72340). Additional Information.

(a) The institution shall include in the application any material facts which have not otherwise been disclosed in the application that might reasonably affect the Council's decision to grant an approval to operate. In this context, a fact would be "material" if it would change the Council's decision concerning the institution's ability to comply with any applicable provisions of the Postsecondary Act.

(b) The institution may also include in the application any other facts which the institution would like the Council to consider in deciding whether to grant an approval to operate.

(c) For the purposes of this section, a fact is "material" if, without its inclusion into the application, the information contained in the application would be false, misleading, or incomplete.

Signature of Owner, or Chief Executive Officer and each owner of 10% or more stock, or if

If the institution is a nonprofit corporation: Signature of each member of the governing body of the Board of Directors.

Attach additional sheets for the appropriate signatures if necessary.

Certification: "To the best of my knowledge, the institution and each signatory comply with all applicable laws regarding the operation of the institution.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct."

Signature

Title

Date